



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1st ARMORED DIVISION REAR (PROVISIONAL)
UNIT 24309
APO AE 09096

REPLY TO
ATTENTION OF

Mr./Mrs. First M. Last
Business
Street Address
City, State Zipcode

Dear Sir or Madam:

I write to you on behalf of [Rank] [First] [M.] [Last], a soldier currently deployed in support of Operation Iraqi Freedom. On or about [date], [Rank] [Last] purchased tickets from/made reservations with you. He/she fully anticipated using the tickets/reservations upon returning from Iraq. Unfortunately, due to circumstances beyond his/her control, he/she will not be able to use the tickets/reservations as planned.

Mission requirements now mandate that [Rank] [Last] remain in Iraq for an additional period of time. Please accept this letter as verification of the soldier's participation in Operation Iraqi Freedom and his/her extension of service in the theater of operations. Additionally, you will find an open letter from the commander of the Army's 1st Armored Division, written in support of soldiers like [Rank] [Last].

[Rank] [Last] has risked life and limb over the course of the year in support of his/her country. In recognition of the soldier's sacrifice and dedication to the United States of America, I respectfully ask that you give special attention to [Rank] [Last]'s request and refund his/her money in full.

Sincerely,

Copy Furnished:
[Rank] [Last]

FIRST M. LAST
RANK, U.S. Army
Commanding